

The City of Santa Clara



Invites applications
for the position of

HOUSING DEVELOPMENT OFFICER

PLANNING AND INSPECTION DEPARTMENT

Preferred Filing Date:
May 30, 2008



City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050

SALARY AND BENEFITS

The Housing Development Officer annual salary is normally appointed at 85% of Control Point, which is approximately \$84,936. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$99,924. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Friday, May 30, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to humanresources@santaclaraca.gov

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara
Human Resources Department
1500 Warburton Ave.
Santa Clara, CA 95050
www.santaclaraca.gov**

4-4-2008-21-08-749U

AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 114,238 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and Paramount's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$535.5 million.

THE DEPARTMENT

The mission of the Planning and Inspection department is to plan for and review the development and maintenance of the privately owned, physical environment of the City.

THE POSITION

This is a managerial position in the Unclassified Service responsible for developing and implementing effective public/private partnerships designed to stimulate the development of affordable housing, as well as those services needed to support such developments. The incumbent manages complex development projects and programs in one or more of the following areas; housing, mixed-use housing, real estate development, neighborhood development, or downtown development, and is involved in ongoing project and contract management in coordination with City staff, non-profit organizations and contractors.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Education or experience equivalent to graduation with a Bachelor's Degree in Urban Planning, Public Administration, Environmental Studies, or an approved related field; and
- At least five (5) years of progressively responsible public or private experience in urban planning, business administration, public administration, housing finance and development, or redevelopment; with some supervisory experience.

- A Master's degree from an accredited college or university in one of the above fields may be substituted for one year of the required experience.
- Familiarity with computer software programs commonly used by the City, such as Windows Office.
- Experience working in the Housing Division of a public sector Planning and Inspection Department is desirable.

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles, practices and methods as applied to city planning, economic development and redevelopment;
- Federal, State and local regulations dealing with land use, economic development and redevelopment;
- Real estate financing, development, marketing and administration of affordable housing;
- Research methods and statistical analysis;
- Negotiation techniques and strategies;
- Problem solving and conflict resolution practices and techniques;
- Project and workload planning;
- Principals and practices of management including fundamentals of budgeting and accounting systems;
- Principals, practices and methods of grant administration, federal grant entitlement programs, housing, redevelopment programs and rehabilitation programs;
- Environmental and safety principles, practices, procedures and standards; and
- Office safety practices, procedures and standards.

Ability to:

- Use spreadsheets to track project expenditures;
- Interpret and evaluate research and statistical data;
- Conduct independent analyses and make recommendations on difficult issues;
- Make presentations before commissions and committees;
- Negotiate agreements with developers and consultants;
- Draw conclusions and project consequences of decisions and recommendations;
- Exercise independent judgment and initiative with minimal supervision;

- Identify policy issues and work with staff to develop options and recommend solutions;
- Review housing development and redevelopment proposal;
- Read building plans;
- Establish and maintain effective working relationships with those contacted in the course of work including staff, developers and consultants;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Identify, research and gather relevant information and statistical data from a variety of sources;
- Research and prepare information on the need to build affordable housing;
- Prepare and present clear, concise and complex written and oral reports;
- Communicate logically and clearly, both orally and in writing;
- Work effectively in time-sensitive situations and meet deadlines;
- Coordinate multiple projects and complex tasks simultaneously;
- Develop creative and practical solutions to complex and difficult problems; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Manages housing programs and projects including change orders, project budgets and leading the marketing, promotion and outreach activities;
- Plans, organizes, and implements the City's efforts to develop new affordable housing and related community services in the City;
- Meets and negotiates with housing developers, investors and business people to determine project scope and provide technical assistance, as well as promote development in the City;
- Develop an awareness of current trends in housing financing methods and seek out financing sources and public/private partnerships for the construction of affordable housing;
- Coordinates affordable housing projects with the Planning Division Staff;

- Works with governmental and private agencies at all levels to secure funding for development programs;
- Manages the plan approval process for City housing development projects;
- Maintains effective working relationship with public and private lending sources and prepare loan applications when appropriate;
- Advises the Housing and Community Services Manager on necessary actions, problems or requirements;
- Reviews and prepares draft comments on proposed Federal, State and local regulations and their prospective impact on department programs. Suggest alternative courses of actions as applicable;
- Maintains monitoring and reporting systems to ensure the adequacy, quality and timeliness of program work;
- Prepares reports involving research, analysis, writing, and presentations;
- Prepares and negotiates contracts and participates in making recommendations for the use of Redevelopment Agency housing funds;
- Represents the Department at various meetings and negotiations;
- Manages, trains, and schedules the work of staff;
- May attend meetings and make presentations to City staff, administrators and various private and community organizations to discuss project status;
- Uses computer applications, prepares memos and procedural documentation; and
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Works in the Housing and Community Services Division under the general direction of the Housing and Community Services Manager, or other manager as assigned.

SUPERVISION EXERCISED

Manages City staff and contractors engaged in the Department of Planning and Inspection as assigned.

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment.

SPECIAL CONDITIONS

Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100.